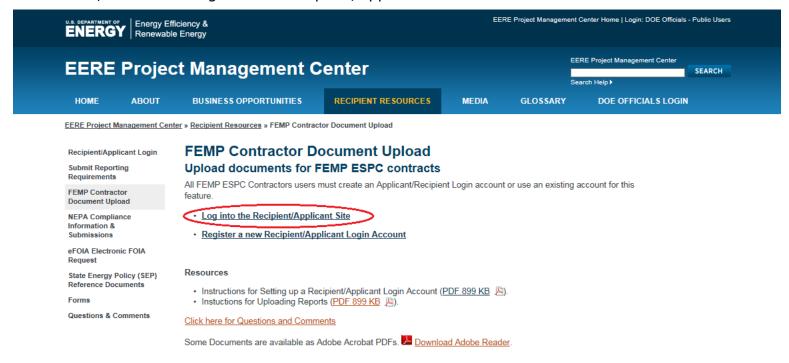
Instructions for Navigating to the ESCO Reporting Requirements Site

Step 1 From the Submit Reporting Resources page (https://www.eere-pmc.energy.gov/ESCOWelcome.aspx) on the PMC, select the "Log into the Recipient/Applicant Site" link.



Step 2 Enter the valid email address information for your Recipient/Applicant Login account and click the "Continue..." button.



Step 3 Complete the Sign-in verification page completing all required fields as indicated and click the "Continue..." button.

NOTE: Verify the Pass Image and Pass Phrase are what you chose when creating the account.



Step 4 Check the "I agree to this web site's terms of use" box and click the "Continue..." button.



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Security Notice

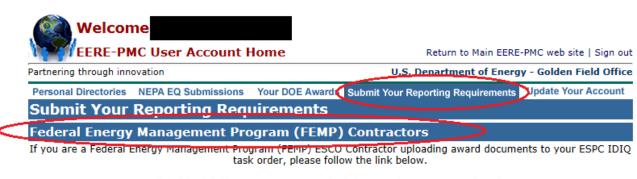
This web site is part of a Federal computer system used to accomplish Federal functions. The Department of Energy monitors this web site for security purposes to ensure it remains available to all users and to protect information in the system. By accessing this web site, you are expressly consenting to these monitoring activities.

Unauthorized attempts to defeat or circumvent security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise interfere with the system or its operation are prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 (Pub. L. 990474) and the National Information Infrastructure Protection Act of 1996 (Pub. L. 104-295), (18 U.S.C. 1030), or other applicable criminal laws.

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Continue...

Step 5 Select the "Submit Your Reporting Requirements" tab.

NOTE: Please follow the instructions provided in the Federal Energy Management Program (FEMP) header for access to upload Reports.



Click this Link if you are an ESCO Submitting Requirements to Task Order

Award Recipients

If you are listed as the primary Business or Technical contact on the DOE Award Contract, choose the "Upload New Document to this Award" to upload documents directly to the Award. If you are not listed as Business or Technical contact, you may still upload your reporting requirements through the link provided below.

Click this Link to Enter Award Number and Submit Reporting Requirements

Your Previously Uploaded Reports

If you are listed as the primary Business or Technical contact on the DOE Award Contract, the previously uploaded award documents are listed below by DOE Award number.

Step 6 Select the "Click this Link if you are an ESCO Submitting Reporting Requirements to Task Order" link.



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Submit Your Reporting Requirements

Federal Energy Management Program (FEMP) Contractors

If you are a Federal Energy Management Program (FEMP) ESCO Contractor uploading award documents to your ESPC IDIO task order, please follow the link below.

Click this Link if you are an ESCO Submitting Requirements to Task Order

Award Recipients

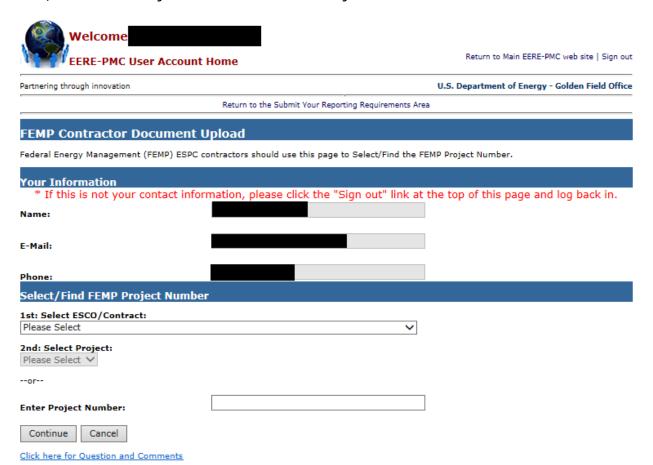
If you are listed as the primary Business or Technical contact on the DOE Award Contract, choose the "Upload New Document to this Award" to upload documents directly to the Award. If you are not listed as Business or Technical contact, you may still upload your reporting requirements through the link provided below.

Click this Link to Enter Award Number and Submit Reporting Requirements

Your Previously Uploaded Reports

If you are listed as the primary Business or Technical contact on the DOE Award Contract, the previously uploaded award documents are listed below by DOE Award number.

Step 7 Use Select/Find FEMP Project Number or Enter Project Number.



Step 8 Select Report type, browse to file(s) and click "Upload File(s)" button.

